

Penquis Safety Committee Minutes

August 26, 2026

Members present: Chair Danielle Goodale, Sheree Brown, Beverly Tilton, Tamar Mathieu, Dale Lee, Lori Hartin, Jessica Sprague, Jenn Forastiere, Lisa Davis, Terry Bennett, and Jodie Dyer.

The minutes of the July 22nd meeting were approved.

Safety Issues – A concern was brought forward that there is overgrown grass/brush on the sidewalk at the Harlow Street office nearest the Federal Building. For those that are walking, this is causing them to walk into the road to avoid getting tangled in it. Facilities will trim back the overgrown areas.

The Committee reviewed a summary of incidents/injuries from July 27th through August 18th. Of the eight incidents reported, two required medical attention. Two resulted in lost time from work. 2 hit against or by; 3 slip/trip/fall; 1 cut/puncture/scrape; 1 burn; 1 exposure.

Incident Review: Discussed an incident that took place at Harlow Street on August 7th. An individual was asked to leave the property after staff viewed suspicious activity. This person responded noting that there are no “No Trespassing” or “No Loitering” signs visible. Although it’s private property and signage is not required, Facilities will look into this as a reinforcement. The employee called the non-emergency number and asked for assistance to resolve this incident.

SSEGT Update: The 3rd Quarter ended on July 31st. The loss ratio for the entire Group Trust is 21.88%. Penquis’ loss ratio is 9.04%. There were also zero lost time claims. There are 5 claims across the group with 61.74% of costs.

Follow up Items: Locks have been put on the dumpsters at Harlow Street in response to a previous incident that was discussed. Facilities will install a short handrail at Lookout house in response to previous concern of the handrail not being long enough in the stairwell.

Goal Work: The committee reviewed pages 1-25 of the Safety & Health Manual for changes/updates.

2026 Goals:

1. Increase Employee Engagement With Safety Program
2. Review and Improve Back Safety and Lifting Program to Decrease Incidents
3. Assist Child Development Department with Safety Initiatives/Planning related to Bright Beginnings Center
4. Safety & Health Manual Review
5. Conduct Annual Review of Plans (OSHA).

Meeting adjourned at 2:59pm. The next meeting is scheduled for Wednesday, September 23, 2026, from 2:00 p.m. to 3:00 p.m.

Human Resources Generalist Jodie Dyer